

ADDENDUM NO. 5

SECTION 01101 – SUMMARY OF WORK – DESIGN SERVICES

I. GENERAL

- A. The Work of this Section describes generally requirements for preparation of design and construction documents, and obtaining all campus and governing agency approvals related to design documents.

II. DESIGN WORK COVERED BY THE CONTRACT DOCUMENTS AND REVIEW OF DESIGN

- A. **General Requirements:** The Contractor shall provide services of licensed design professionals and project management required to properly complete the documentation of design. The work of the Contractor's design team shall be fully coordinated. The Contractor's design team shall prepare complete design drawings and detailed specifications consistent with the requirements of this Contract and as necessary to complete the project in accordance with the requirements of the Contract Documents.
1. The Contractor shall provide ten (10) complete design document sets for each review.
 2. Electronic data shall conform to District requirements for compatibility with District equipment and software.
 3. The District shall own without limitation, the design including all design documents including drawings, specifications, renderings, and sketches.
- B. **Phases:** The Contractor's team shall complete the Design Phases of this Contract as follow:
1. Design Development
 2. Construction Documents
 3. Bidding
 4. Contract Administration
- C. **District Review:** The District shall complete formal reviews of the design documentation and the District Representative shall return comments to the Contractor no later than 3 weeks following submission of review set. The District review shall include review of connection to existing utilities. District review will not be exhaustive and shall not relieve the Contractor of the responsibility to comply with the requirements of the Contract Documents. Review meetings shall follow the District review with the intent of resolving issues raised with the development of the design. Reviews shall occur as follow:
1. Design Development Review
 2. 50% Construction Document Review
 3. 90% Construction Document Review (DSA Submittal)
 4. 100% Construction Document Review
 5. Contract Administration Reviews
 6. During the entire design phase there shall be weekly meetings to review the development of the design. At the District Representative's option, these meetings may be bi-weekly. As appropriate, these meeting will include the input of the users of the facilities including but not limited to the District Administration, Facilities, Athletic Directors, faculty, and staff,
 7. Phasing of the documents is allowed, however, design reviews cannot be effective if review documents submitted are not comprehensive. Each of the required reviews shall include the documentation of all disciplines.
- D. **Peer Review:** At its option the District may enlist consultants to peer review the documents produced by the design build team for compliance with the requirements of the Request for Proposal, for standard of care, for accuracy of life cycle cost analysis or may conduct other reviews as deemed necessary to ensure the quality of the Project.
- E. **Agency Reviews prior to construction start:** The District Representative shall participate in the agency review process. Agency reviews include, but are not limited to, the following:

1. Division of the State Architect review
 - a. Preliminary review
 - b. Review of 50% Construction Documents
 - c. Approval of Construction Documents
2. Fire Marshal reviews with Cities of San Bruno, San Mateo, and Woodside:
 - a. Preliminary review
 - b. Approval of Construction Documents prior to submission to DSA
3. Other reviews, such as reviews required by regulatory agencies of storm discharge, sanitary sewer discharge and reviews required elsewhere in the Request for Proposal.

III. DESIGN DEVELOPMENT PHASE DELIVERABLES

- A. The deliverables required by the Design Development Phase include without limitation the following:
 1. Civil
 - a. Paving and Drainage Plans
 - b. Grading Plans
 - c. Storm water analysis and plans
 - d. Utilities Site Plans
 - e. Civil details including retaining walls
 - f. Staging Plan
 2. Landscape
 - a. Design development landscape site plans and plant palette
 - b. Proposed exterior paving, landscaping, service access, accessible parking, etc.
 3. Architectural Drawings
 - a. Site Plans of the proposed Athletic Facilities, drawn to scale (1" = 20'), clearly indicating scope of work and plans at completion of construction, clearly labeled
 - b. Floor plans for each structure at 1/8" = 1'-0"
 - c. Exterior elevations for each structure at 1/8" = 1'-0"
 - d. Exterior enclosure sections indicating systems for enclosure
 - e. Concepts for special architectural features
 4. Structural
 - a. Conceptual structural plans as required
 5. Mechanical, Electrical and Plumbing
 - a. Utility site plans for each discipline
 - b. Floor plans for each structure for each discipline at 1/8" = 1'-0"
 - c. Preliminary sizing of equipment
 - d. Riser diagrams and details
 - e. Analysis of systems with life cycle cost information
 - f. Preliminary sizing of mechanical units, plumbing, utilities and electrical service
 6. Additional layouts, sketches and conceptual design criteria as may be necessary to convey the design
 7. Schedule for Design process including anticipated schedule for DSA review
 8. Color design drawings mounted on boards, to be presented to Campus and DSA reviews
 9. Construction cost update, in CSI format
 10. All documents, including but not limited to drawings, cut-sheets and text documents shall be provided in electronic format that can be modified or revised by the District in the future.

11. Integration of storm water discharge and other special requirements in design.
12. Specifications:
 - a. Specifications for all disciplines modified to reflect design development with cut-sheets provided to District of proposed materials and systems. Other documents that are required for review by authorities having jurisdiction including but not limited to a site plan showing accessible paths of travel to Campus areas adjacent to the Project.

VI. CONSTRUCTION DOCUMENT PHASE DELIVERABLES

- A. The deliverables required by the Construction Document Phase include without limitation the following:
 1. Civil
 - a. Site Plans of the proposed facilities, clearly indicating scope of work and the plan at completion of construction, clearly labeled and dimensioned
 - b. Site details
 - c. Paving and Drainage Plans
 - d. Rough Grading Plans
 - e. Finish Grading Plans
 - f. Storm water analysis and plans
 - g. Storm water pollution prevention plans
 - h. Utilities Site Plans
 - i. Communications, power and transformer plans, sections and details
 - j. Civil details including retaining walls
 - k. Plans and details for points of connection for utilities, storm water, sanitary sewer, gas, power, communication, joint trench and other features
 - l. Staging Plan
 2. Landscape
 - a. Planting plans and plant palette
 - b. Irrigation plans and details
 - c. Proposed exterior paving, landscape, service access, accessible parking, etc.
 - d. Elevations, details and sections of exterior features
 3. Architectural Drawings
 - c. Floor and roof plans for each structure at 1/8" = 1'-0", clearly labeled and dimensioned
 - e. Exterior elevations at 1/8" = 1'-0" and at larger scale where necessary to convey detail
 - f. Exterior wall sections and details
 - e. Building sections as required
 - g. Details of construction including framing, skin, finishes, fire ratings, etc.
 - h. Partition types, ratings and UL designations
 - i. Interior finish, exterior opening and door and frame schedules and details
 - j. Reflected Ceiling Plans and details as required
 - k. Casework plans, elevations, sections and details
 - l. Interior finish plans and details
 - m. Seating layout for fixed seating and conceptual furniture plans for each space as required (furniture plans are necessary to convey compliance with program requirements for numbers of occupants)
 - o. Mechanical, electrical, communications and service room plans
 - q. Any other drawings required to convey design intent
 4. Structural
 - a. Structural plans as required
 - b. Details, schedules and sections clearly conveying design intent
 - c. Structural calculations
 - d. Shoring plans and any other documents identified by DSA for deferred approval

5. Mechanical
 - a. Floor plans for each structure at 1/8" = 1'-0", clearly labeled
 - b. Riser diagrams, schedules and details as required
 - c. Analysis of systems with life cycle cost information
 - d. Sizing of mechanical units
 - e. Details of points of connections
 - f. Coordination drawings showing the interface with other systems
6. Plumbing
 - a. Floor plans for each floor level at 1/8" = 1'-0", clearly labeled showing all required construction
 - b. Riser diagrams, schedules and details as required
 - c. Analysis of systems with life cycle cost information
 - d. Sizing of piping, location and detail of points of connection
7. Electrical, fire protection, communications, building management controls
 - a. Floor plans for each floor level at 1/8" = 1'-0", clearly labeled showing all required construction
 - b. Panel diagrams, schedules and details
 - c. Analysis of systems with life cycle cost information
 - d. Sizing of pathways, wiring, location and detail of points of connection
 - b. Additional documentation as required for permit
 - c. Coordination of plans with other systems
8. Specifications
 - a. Specifications modified to reflect design development with cut-sheets provided to District of proposed materials and systems
9. Additional layouts, sketches and design criteria as may be necessary to convey the design
10. Design drawings mounted on boards to be presented to Campus for approval
11. Complete construction cost update, in CSI format
12. All documents shall be provided in electronic format that can be modified or revised by the District in the future
13. Other documents that are required for review by authorities having jurisdiction including but not limited to a site plan showing accessible paths of travel to Campus areas adjacent to the facilities.
14. Licensed professionals shall provide adequate data, cost and life cycle analysis, cut-sheets and evaluation to assist the District in making decisions regarding systems and features.
15. The Contractor's licensed professionals shall participate in review meetings to conclude decisions based on review comments provided by the District and shall document decisions in drawings and specifications.
16. The Contractor's licensed design professionals shall provide the written certification required for the Division of State Architect submittal.
17. Presentation of final list of proposed substitutions for District review. Substitutions based on incomplete submittals will not be considered.
18. Submission of documents to DSA.
19. Written addenda as may be necessary to complete DSA approval.
20. Sample boards, color boards, mock-ups and other graphics, samples and/or data to facilitate selection of products, systems and colors.

VI. CONSTRUCTION PHASE PROCESS AND DELIVERABLES

- A. The deliverables required by the Construction Phase include without limitation the following:
 1. Submittals, shop drawings, samples, mock-ups per Section 01330 Submittal Procedures and as indicated in technical sections or required to attain acceptance of products and systems.
 - a. Review meetings regarding selection of products and systems.
 2. Meetings per Section 01315 – Project Meetings.

3. Contractor's design professionals shall promptly respond to Requests for Information (RFI's). All RFI's shall be copied to the District Representative.
4. Punchlists prepared by each of the Contractor's design professionals shall be recorded, and work associated with those punch lists completed, prior to the District's inspection for Substantial Completion.
5. Written acceptance by Contractor's design professionals shall be required in advance of inspection by the District for Final Completion.

V. CLOSE-OUT PHASE AND DELIVERABLES

- A. The deliverables required by the Operation/Close Out Phase include without limitation the following:
 1. Electronic record sets and sets of reproducible record prints of drawings showing changes made during construction.
 2. Electronic record sets and sets of prints of Technical Specifications showing changes made during construction.
- A. Provide assistance in connection with the refining, adjusting and correcting of any equipment or systems.
- B. Assist in start-up, testing and placing in operation special equipment and systems. (For all such equipment and systems, Consultant shall have specified start-up and testing procedures in the contract documents.)
- C. Provide assistance in connection with completion of punchlist work, including but not limited to, preparing the initial comprehensive punchlist and conducting no more than two follow up Site visits (with follow up punchlisting if necessary) in addition to other responsibilities under this contract.
- D. Assist District in coordination of training District's staff to operate and maintain equipment and systems as necessary.
- E. Assist District in developing systems and procedures for control of the operation and maintenance of and record keeping for the Project.
- F. Together with District, visit the Project to observe any apparent defects in the completed construction, assist District in consultations and discussions with Contractor concerning correction of such deficiencies, and make recommendations as to replacement, correction, or diminished value of defective work.
- G. Together with District and Program Manager, coordinate, prepare and submit all final required deliverables under Title 24, and anything else required by DSA for its final Project approval.
- H. Prepare electronic record sets and set of record prints showing those changes made during the construction process, based on the marked-up Technical Specifications and other data furnished by Contractor to Consultant.

VI. WORK SEQUENCE

- A. Design work shall be completed on a timeline that allows completion of the Project within the Contract Time.
- B. The schedules for design shall anticipate adequate time for the Division of State Architect's review process including anticipated "bin time".
- C. The District acknowledges the need for timely decision making. It is the responsibility of the Contractor and the design team to provide adequate information about alternatives, including but not limited to costs, merits and/or disadvantages, impact on adjacent construction and/or project schedule as the basis for decision-making. No adjustment of Contract Time shall be considered for delays that result from the Contractor's failure to provide complete information as the basis for design decisions.
- D. The Design Build Entity is encouraged to consider obtaining phased approvals for the project from the Division of the State Architect. The District and the District's Representative are supportive of obtaining phased approvals and will assist and support the DBE in this effort. However, it is the responsibility of the DBE to develop an appropriate phasing strategy which:
 1. Is acceptable to the Division of the State Architect
 2. Complies with the duration of the contract
 3. Adjusts the deliverables in sections III, IV and V above to achieve the proposed phasing strategy.

END SECTION 01101